

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 3/1/2019**

**THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
John H Williams  
Cathy Hart  
Mary E Leonard

**BOARD MEMBERS ABSENT:** Zendi F Meharry

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Nicholas Krema, General Counsel  
Maurie Ellsworth, General Counsel  
Rob McQuade, Legal Counsel  
Betsy Duncan, Technical Records Specialist  
Lizzie Kukla, Technical Records Specialist

**OTHERS PRESENT:** Lisa Melchiorre, St. Luke's Elmore Hospital & Long  
Term Care Center  
Jodi Vanderpool, VP Quality Operations, St. Luke's  
Health System

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

## **INTRODUCTIONS**

Nicholas Krema, the Bureau's new general counsel, was introduced to the Board.

## **APPROVAL OF MINUTES**

Ms. Hart made a motion to approve the minutes of 01/18/2019. It was seconded by Mr. Williams. Motion carried.

## **LEGISLATIVE REPORT**

Ms. Packer gave the legislative report. She updated the Board on current legislation and the two Executive Orders regarding occupational licensing.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **EXECUTIVE SESSION**

Ms. Leonard made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Ms. Hart, aye; Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

Ms. Leonard made a motion to come out of executive session. It was seconded by Ms. Hart. The vote was: Ms. Hart, aye; Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

## **REQUEST FOR RECONSIDERATION**

Mr. Williams made a motion to deny the request for reconsideration for:

MELCHIORRE LISA      NHAA-1235

It was seconded by Ms. Hart. Motion carried.

## **NEW BUSINESS**

**NEXT MEETING** is scheduled for 04/19/2019 at 9:00 AM MDT.

## **PROGRESS REPORT RESPONSE LETTERS**

The Board reviewed and approved the letter formats presented as the standard version for response to nursing home administrators-in-training following Board review of progress reports.

## **APPLICATION FORMS**

The Board reviewed the modified nursing home administrator-in-training and the nursing home administrator application forms. Ms. Leonard made a motion to approve the modified forms. It was seconded by Ms. Hart. Motion carried.

## **EXECUTIVE SESSION**

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license application materials. It was seconded by Mr. Williams. The vote was: Ms. Hart, aye; Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. It was seconded by Mr. Williams. The vote was: Ms. Hart, aye; Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

## **APPLICATIONS**

Mr. Williams made a motion to approve the following NHAIT (nursing home administrator-in-training) progress reports:

NHAIT-1237

NHAIT-1238

It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to approve, pending receipt of additional information the following NHAIT application:

901165024

It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to approve for NHAIT:

EMMETT HAIDEN

NHAIT-1242

It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to approve for licensure:

KAUTZ PETER

NHA-1239

It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to approve the following NHAIT progress reports:

NHAIT -1243

NHAIT-1212

NHAIT-1186

It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to approve the following NHAIT progress report:

NHAIT-1218

It was seconded by Ms. Hart. Motion carried.

Mr. Williams made a motion for Bureau staff to send letters requesting additional information for the following NHAIT progress reports:

NHAIT-1220

NHAIT-1217

It was seconded by Ms. Hart. Motion carried.

Mr. Williams made a motion for the Chair to review and make an approval decision for those progress reports with the requested additional information. It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to approve the following for examination:

901160530

901169998

901160731

901160206

It was seconded by Ms. Hart. Motion carried.

Mr. Williams made a motion for an extension of six months for:

NHAD-1233

It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to approve for NHAIT:

MELCHIORRE LISA

It was seconded by Ms. Hart. Motion carried.

## **ADJOURNMENT**

Ms. Leonard made a motion to adjourn the meeting at 11:10 AM MST. It was seconded by Mr. Williams. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Mary E Leonard

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Zendi F Meharry

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Kelley Packer, Bureau Chief